



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Culture and Arts Commission November 17, 2016

1. **CALL TO ORDER/ROLL CALL:** Vice Chair Livengood called the meeting of the Culture and Arts Commission to order at 6:31 p.m. Commissioners present: Vice Chair Livengood, George, Madden, Rosman Koodrin, and Tobin. Commissioners Absent: Chair Gamble. Staff: Burns, Wallace and, Aker.
2. **PLEDGE OF ALLEGIANCE:** Library Superintendent Wallace led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** MSC Madden/Tobin for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** MSC Tobin/Gonzalez to approve the minutes of the October 20, 2016 Culture and Arts Commission meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. 2017 Workplan Delivery Schedule – Superintendent Wallace asked the Commission to go through the goals set for 2017 and establish some timelines and create sub-committees if needed. Commissioner Tobin suggested creating master binders for each goal to have a standardized workplan for each goal project. **MSC Tobin/ Rosman Koodrin** to have master binders created for each project that the Commission does and that the members of each subcommittee are responsible for keeping it up to date and turning it into staff. Approved unanimously. The Commission had further discussion regarding the goals and decided on the poetry project possibly taken over by staff and moved to a different place and time. In future projects, Commissioner Tobin wanted to suggest something she had seen done in Millbrae, which is painting the City logo on busy intersections within the City. Staff said they would look into the project and come back to the Commission with more information. Subcommittees were established for the following goals:
 1. Gallery Exhibit Program at the Library – George, Gonzales and, Wallace

2. Traffic Signal Boxes – Madden and Tobin
3. Community Day in the Park Art Project – Gonzalez, Madden and, Tobin

8. UNFINISHED BUSINESS:

- a. Discussion Regarding 2017 Movies in the Park Program – Commissioner Tobin said she was working with San Bruno Cable to record the informational video to be shown before the movies in Movies in the Park and would update the Commission as needed. Vice Chair Livengood asked if the Commission could further discuss the possibility of changing the night for Movies in the Park and Director Burns replied that because of usage of the park for other San Bruno organizations changing the night would be problematic. Commissioner Tobin and George added that when they first brought Movies in the Park to San Bruno, others night were discussed and it was determined that Friday night was the best option.

9. EXCLUDED CONSENT: None.

- 10. ITEMS FROM STAFF:** Director Burns asked the Commission if they were going to move forward with the cancellation of their December meeting. **MSC Tobin/Gonzalez** to cancel the Culture and Arts Commission's December meeting. Director Burns also added that staff would be discontinuing the mailing of agenda packets and making it available through the City website and email instead. Staff would provide printed copies at the Commissioner's request.

11. PUBLIC COMMENT: None.

- 12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Tobin asked staff if there was an update on the repair for the Centennial Park mural. Director Burns replied that she had been in touch with the artist and that she would regroup with him and report back to the Commission during their next meeting.

- 13. ADJOURNMENT:** With no other business to be conducted, **Commissioner Gonzalez adjourned** the meeting at 7:38 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno